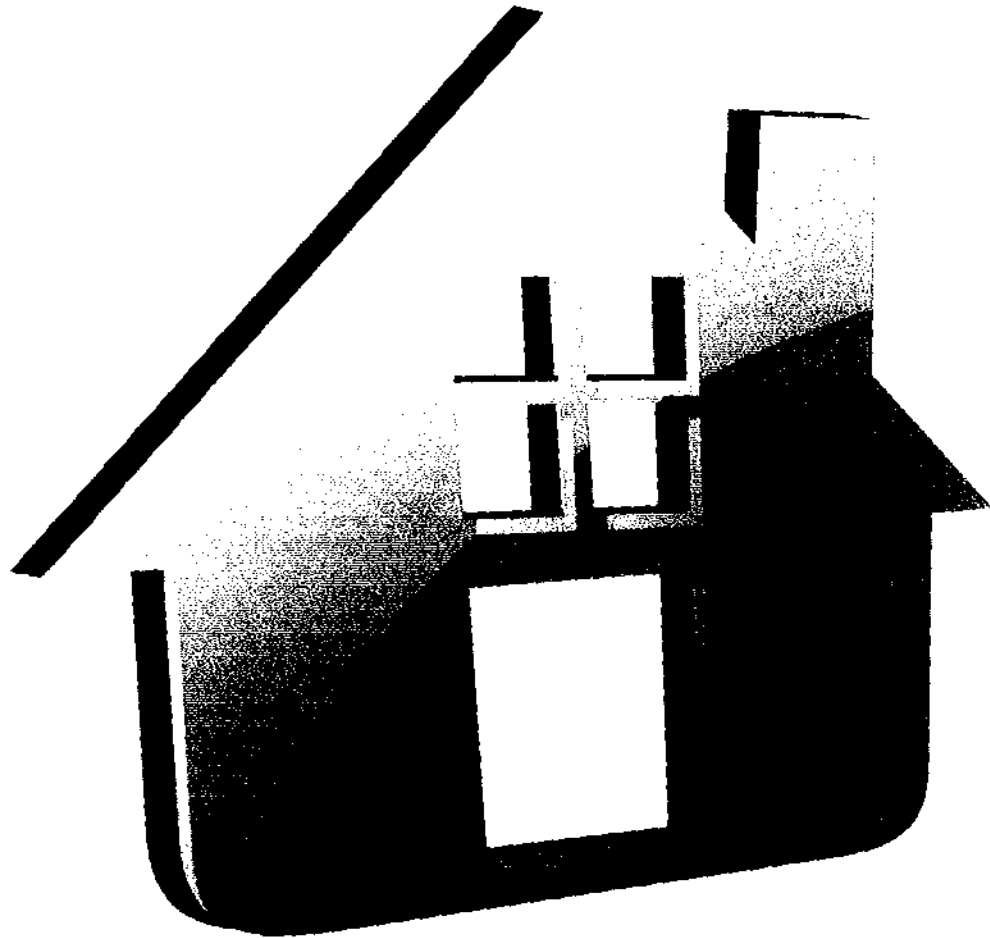


**MUNICIPALITY OF JAYUYA**

**JAYUYA, PUERTO RICO**



**PHA 5- YEARS AND ANNUAL PLAN**

**2010- 2014**

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<b>PHA 5-Year and Annual Plan</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 4/30/2011</b>
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<b>1.0</b>	<b>PHA Information</b> PHA Name: <u>Autonomous Municipality of Jayuya</u> PHA Code: <u>RQ076</u> PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input checked="" type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>7/2010</u>					
<b>2.0</b>	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>      </u> Number of HCV units: <u>4</u>					
<b>3.0</b>	<b>Submission Type</b> <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only					
<b>4.0</b>	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)					
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
					PH	HCV
	PHA 1:					
	PHA 2:					
	PHA 3:					
<b>5.0</b>	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.					
<b>5.1</b>	<b>Mission.</b> State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: The Autonomous Municipality of Jayuya will provide decent and dignified living quarter; save and sanitary for the elderly, incapacitated and families lower economic means that disadvantage in obtain through conventional means as well as providing an atmosphere free from discrimination.					
<b>5.2</b>	<b>Goals and Objectives.</b> Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.  Apply for additional rental vouchers. Improve voucher management: (SEMAP score) 100% At initial evaluation meeting, portability will be explained to participants. Conduct outreach efforts to potential voucher landlord. Implement voucher homeownership program. Increase the number and percentage of employed persons in assisted families. Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability. Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability. Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.  <b>PHA Progress in Meeting the Goals and Objective s Described in the 5 years Plan for 2005-2010</b> Payment standards were revised. Promotes and operating the Homeownership option. Administer the HOME, ESG, Housing Rehabilitation, homeownership Programs, HOPWA And Homelessness.					
<b>6.0</b>	<b>PHA Plan Update</b> (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:  The Municipality of Jayuya has not made any material revision from the previous Annual Plan Submission. All PHA Plan elements are summarize below.  (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.  The Annual PHA-Plan will be available at the Federal Program Office, 2 <sup>nd</sup> Floor, of the Municipality of Jayuya.					

7.0	<p><b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i></p> <p>The AMP Housing Authority's homeownership option is designed to promote and support homeownership by a "first-time" homeowner a family that meets the definition in this Plan. It allows one or more members of the family to purchase a home. Section 8 payments supplement the family's own income to facilitate the transition from rental to homeownership. The initial availability of these assistance payments helps the family pay the costs of homeownership, and may provide additional assurance for a lender, so that the family can finance purchase of the home. In order to assure a successful transition from rental to homeownership, this program shall be open only to those who have been assisted by the Section 8 rental assistance program for a minimum of one year. Only 5% of the AMP Housing Authority's Housing Choice Vouchers shall be utilized at any one time.</p> <p>PHA- established eligibility criteria</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?</p> <p>If yes, list criteria below:  <b>IAW Administrative Plan</b></p> <p>What actions will the PHA undertake to implement the program this year (list)?</p> <p>Promote the program</p> <p>Ensure the involvement and cooperation of the Mortgage Financing Sector</p> <p>Capacity of the PHA to Administer a Section 8 Homeownership Program</p> <p>The PHA has demonstrated its capacity to administer the program by (select all that apply):</p> <p>a. <input checked="" type="checkbox"/> Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.</p> <p>b. <input checked="" type="checkbox"/> Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.</p> <p><b>(b) Project-based Vouchers</b></p> <p>The AMP Housing Authority has determined that project basing some of its housing voucher (not to exceed 20% of the inventory) is in the community's interest. This specifics of the Housing Authority is seeking will be contained in an advertisement published in the manner prescribed by HUD that varies depending upon whether the units to be brought into the program are new construction, rehabilitated, or existing units. The actual selection of the units to be project-based shall also be in full accordance with HUD requirements.</p>
8.0	<p><b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p>
8.2	<p><b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p>
8.3	<p><b>Capital Fund Financing Program (CFFP).</b></p> <p><input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>

**Housing Needs.** Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

The AMJ has accessed the housing needs of our low-income families who reside in our jurisdiction which the AMJ serves, including elderly families, families and families with disabilities.

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- ☐ Section 8 tenant-based assistance  
☐ Public Housing  
☐ Combined Section 8 and Public Housing  
☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/sub jurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	78		4
Extremely low income <-30% AMI	100	100%	
Very low income (>30% but <-50% AMI)	0	0	
Low income (>50% but <80% AMI)	0	0	
Families with children	14	.05%	
Elderly families	6	.04%	
Families with Disabilities	5	.03%	
Race/ethnicity	78	100%	
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	6	6%	
2 BR	10	10%	
3 BR	54	54%	
4 BR	4	4%	
5 BR	0	0%	
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
<b>HOW LONG HAS IT BEEN CLOSED (# OF MONTHS)?</b>			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

9.0

9.1	<p><b>Strategy for Addressing Housing Needs.</b> Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b></p> <p>The waiting list is still open, and will be review annually.</p>
10.0	<p><b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested.</p> <p>(a) <b>Progress in Meeting Mission and Goals.</b> Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>See Addendum 1- 0, page 16</p> <p>(b) <b>Significant Amendment and Substantial Deviation/Modification.</b> Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <p>Here is a draft statement for Significant Amendments and Substantial Deviation/Modification that may be helpful in providing the PHA's TA for a definition of "significant amendment" and "substantial deviation/modification" for the Five Year/Annual Plan:</p> <p>The PHA's will amend or modify its agency plan upon the occurrence of any of the following events, if and only if, the events are not included in the approval annual plan during the term of the approved plan, as it constitutes a significant amendment and substantial deviation/modification:</p> <ul style="list-style-type: none"> <li>• Changes to rent or admissions policies or organization of waiting list:</li> <li>• Any modification to the PHA's Mission Statement or any substantial modification to the Municipality's goals and objectives</li> </ul> <p>An exception to this definition will be made if there are changes to the requirements of the Federal Regulation. Those changes will not be considered significant amendments.</p>
11.0	<p><b>Required Submission for HUD Field Office Review.</b> In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>

*Estado Libre Asociado de Puerto Rico*  
*Municipio Autónomo de Jayuya*  
*Oficina del Alcalde*  
*Apartado 488*  
*Jayuya, P.R. 00664-488*

TEL. (787) 828-0900  
FAX (787) 828-1033

*Hon. Jorge L. González Otero*  
Alcalde

5 de abril de 2010

Lic. Omar E. Negron  
Comisionado  
Oficina del Comisionado de asuntos municipales  
San Juan, Puerto Rico

10-04-0186  
10/29-9 PM 1:12  
UNIDAD DE CORREO

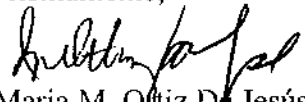
Estimado licenciado Negron:

Saludo cordial desde la ciudad del Teleférico, Jayuya.

Para cumplir con la reglamentación del Programa Sección 8, sometemos copia del PHA  
PLAN 5 Year 2010 - 2015 and Annual Plan 2010, para revisión y aprobación.

Siempre agradecida por la ayuda brindada por su agencia para el bienestar de nuestro  
pueblo.

Atentamente,

  
Maria M. Ortiz De Jesús

**Certification by State or Local  
Official of PHA Plans Consistency  
with the Consolidated Plan**

**U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011**

**Certification by State or Local Official of PHA Plans Consistency with the  
Consolidated Plan**

I, Omar Negrón Judice the OCMA Commissioner certify that the Five Year and  
Annual PHA Plan of the Municipality of Jayuya is consistent with the Consolidated Plan of  
Puerto Rico prepared pursuant to 24 CFR Part 91.

 4/13/10

Signed / Dated by Appropriate State or Local Official



*Estado Libre Asociado de Puerto Rico*  
*Municipio Autónomo de Jayuya*  
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*Hon. Jorge L. González Otero*  
Alcalde

ESTIMATE AND REQUISITION (BUDGET)  
CERTIFICATION FOR SECTION 8 VOUCHER AND MODERATE  
REHABILITATION PROGRAMS

90% OF OFFICIAL TIME CERTIFICATION: The Municipality of Jayuya has acquired an employee that serves in a variety of position which exceeds 90% of his/her official time. The employee is paid with Municipal budget.

  
\_\_\_\_\_  
Jorge L. González Otero - Mayor  
Signature

\_\_\_\_\_  
March 23, 2010  
Date

*Estado Libre Asociado de Puerto Rico*  
8  
*Municipio Autónomo de Jayuya*  
*Oficina del Alcalde*  
*Apartado 488*  
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*Hon. Jorge L. González Otero*  
Alcalde

CERTIFICATION

Mandatory Prohibition of Sex Offender

The Municipality of Jayuya has established standards that prohibit admission to the program if any member of the household is subject to a lifetime registration under a State sex offender registration program(24 CFR 982.553 (2)). The Municipality of Jayuya (RQ076) will screen the family by performing a criminal history background check necessary to determine whether any household member is subject to a lifetime sex offender registration requirement in the state where the dwelling unit is located and in other state where the household member are known to have resided. The screening is to be carried-out through the Puerto Rico Police Department, which issues a certificate of Conduct.

The Municipality of Jayuya will deny admission if any member sex of the household is subject to lifetime registration under a state offender registration program. Sex offenders, not subject to lifetime registration, will be denied assistance for the entire period they are subject to registration as sex offender.

  
\_\_\_\_\_  
Jorge L. González Otero

Mayor

3/23/10  
\_\_\_\_\_  
Date

# AVISOS DE VISTA PUBLICA

Suministrada



## Desaparecido

Edgar Ariel Pérez, de 33 años, vecino de la Urb. Hermanas Dávila, en Bayamón, está desaparecido desde fines de diciembre pasado. Fue visto por última vez cerca del Hospital Hermanos Meléndez. Cualquier persona que sepa de su paradero puede comunicarse con la señora Pérez a través de los siguientes números telefónicos: 787.378.0724 o 787.692.8541.



## CONVOCATORIA ASAMBLEA DE ELECCIONES DEL DISTRITO CENTRAL

Conforme a los artículos 6.5, 7.6, 8.1, 8.4 (3), 8.6 (1), 8.11, 8.13, 12.15, 16.6 del Reglamento General del Colegio de Médicos Cirujanos de Puerto Rico, según enmendado, se convoca a todos los miembros del Distrito Central, a la Asamblea de Elecciones del Distrito, a celebrarse en:

**Fecha** : domingo, 28 de febrero de 2010  
**Lugar** : Restaurante & Bar La Colina 360, Morovis, PR TEL: (787) 807-0360  
**Hora** : 6:00 p.m.

### AGENDA

- I. Registro de Asistencia
- II. Primera llamada a la Asamblea de Elecciones
- III. Segunda llamada a la Asamblea de Elecciones
- IV. Llamada al Orden y Bienvenida
- V. Presentación de Mesa Presidencial e Invitados
- VI. Lectura de la Convocatoria
- VII. Determinación de Quórum
- VIII. Aprobación de las Reglas del Debate
- IX. Aprobación de Actas
- X. Informes Oficiales
  - Informe del Presidente-Dr. Carlos Heredia Burgos
  - Informe de la Tesorera-Dra. Eugelia Ovalles Veloz
- XI. Presentación de candidatos a puestos elegibles
- XII. Elecciones de la Junta Directiva
  - PRESIDENTE (A) DEL DISTRITO
  - VICEPRESIDENTE (A)
  - SECRETARIO (A)
  - SUB-SECRETARIO (A)
  - TESORERO (A)
  - SUB-TESORERO (A)
  - 3 SENADORES (AS) EN PROPIEDAD
  - 3 SENADORES (AS) ALTERNOS
  - REPRESENTANTE - INSTITUTO EDUCACION MEDICA CONTINUA
  - REPRESENTANTE - FUNDACION MEDICA
- XIII. Asuntos pendientes
- XIV. Asuntos Nuevos
- XV. Clausura

En la elección del Presidente del Distrito, se atenderá lo dispuesto en el Artículo 12.15 del Reglamento General del Colegio de Médicos Cirujanos de Puerto Rico, que establece lo siguiente, en la parte pertinente:

"Todo candidato que aspire a ocupar un puesto electivo en la Junta de Directores del Colegio deberá radicar, mediante escrito, su candidatura y plan de trabajo en la Secretaría del Colegio por lo menos con sesenta (60) días de antelación a la fecha de la Asamblea donde habrá de efectuarse la elección. Sólo los candidatos que cumplan con este requisito y que tengan al día la cuota del Colegio podrán ser considerados candidatos bonafide para la elección. Para que los colegiados tengan oportunidad de ponderar los méritos de los candidatos y sus programas de trabajo propuestos, se le circulará a la matrícula los datos biográficos pertinentes, así como, su plan de trabajo por lo menos con treinta (30) días de antelación a la fecha de las elecciones. Se asegurará igual oportunidad de participación a los candidatos en los foros que el Colegio entienda, estos deben participar para exponer sus ideas"

Dr. Carlos Heredia Burgos  
Presidente, Distrito Central  
Colegio de Médicos Cirujanos de Puerto Rico



ESTADO LIBRE ASOCIADO DE PUERTO RICO

Municipio Autónomo de Jayuya

Departamento Programas Federales

## AVISO DE VISTA PÚBLICA

El Municipio de Jayuya cumpliendo con establecido en "Quality Housing & Work Responsibility Act" de octubre de 1998, y el Acta de Vivienda de los Estados Unidos en 1937. (US Housing Act 1937), según enmendado invita a los participantes del Programa de Sección 8 y al público en general a emitir sugerencias o comentarios conducentes a la actualización del Streamlined 5-Years for Fiscal Years 2010-2015 And Streamlined Annual Plan for Fiscal Year 2010, localizados en el Segundo Nivel de la Casa Alcaldía, durante horas laborables.

La Vista se llevará a cabo el:

<b>Jueves</b>	<b>19 de marzo de 2010</b>
<b>Hora</b>	<b>10:30 AM</b>
<b>Lugar</b>	<b>Salón Asamblea</b>

Para cumplir con el Acta para personas con impedimentos ("The American Disabilities Act"), persona que necesite asistencia especial que cualifique legalmente bajo la mencionada Acta, se le requiere que se comunique con la Directora de Programas Federales, Sra. Maria M. Ortiz de Jesús, al (787) 828-0900. Se exhorta a la ciudadanía a participar en las Vistas Públicas Convocadas.

Hon. Jorge L. González Otero  
Alcalde



ESTADO LIBRE ASOCIADO DE PUERTO RICO

Gobierno Municipal

Apartado 97, Rincón, PR 00677

Oficina de Recursos Externos

## AVISO PÚBLICO

El Municipio de Rincón está preparando el Plan Anual y el Plan de Cinco Años 2010-2014 del Programa de Oportunidades de Vivienda Bajo Vale (Sección 8) para el año fiscal 2010-2011. Este plan de acción contiene información sobre la operación, los programas y servicios al igual que como se atenderán las necesidades de vivienda de las familias participantes. También, dicho documento incluye los objetivos y metas que ha sido establecidos por el Municipio para la operación del Programa de Subsidio de Vivienda.

El Municipio invita a los Jefes de Familias y participantes del Programa a formar parte de su Junta de Participantes para que asistan a una oportunidad de participar en el proceso de planificación y preparación de este Plan. Las familias interesadas en pertenecer a la Junta deberán presentarse o comunicarse con la Oficina de Sección 8 del Municipio de Rincón, durante horas laborales.

Las personas interesadas en emitir comentarios sobre este Plan los podrán presentar personalmente o por escrito en la Oficina del Programa de Sección 8 localizada en:

Dirección Física: Casa Alcaldía (Oficina de Recursos Externos)

Calle Muñoz Rivera Rincón, PR 00677

Teléfono: (787)823-2180

E-mail: prrincon@hotmail.com

Se le exhorta y se le invita a la ciudadanía en general a participar de la Vista Pública que se llevará a cabo el 5 de abril de 2010 a las 10:00 a.m. El propósito de esta audiencia pública es recoger comentarios adicionales sobre el plan.

El lugar seleccionado para realizar esta audiencia pública es de fácil acceso a personas con impedimentos físicos. De requerir asistencia especial deberán comunicarse con el Programa Sección 8 antes del día de la Vista Pública.

El Plan y todos los documentos asociados estarán disponibles para ser examinados por el público en general, organizaciones sin fines de lucro y todos aquellos interesados. Dicho documento estará disponible para ser examinado en la Oficina de Recursos Externos durante horas laborales.

Carlos D. López Bonilla  
Alcalde

*Estado Libre Asociado de Puerto Rico*  
**Municipio Autónomo de Jayuya**  
*Departamento Programas Federales*

*Hon. Jorge L. González Otero*  
Alcalde

*Prof. Magda M. Ortiz de Jesús*  
Directora

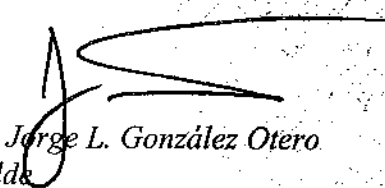
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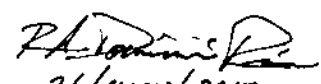
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Para cumplir con el Acta para personas con impedimentos ("The American Disabilities Act"), persona que necesite asistencia especial que cualifique legalmente bajo la mencionada Acta, se le requiere que se comunique con la Directora de Programas Federales, Sra. María M. Ortiz de Jesús, al (787) 828-0900. Se exhorta a la ciudadanía a participar en las Vistas Públicas Convocadas.

  
Hon. Jorge L. González Otero  
Alcalde

*"Jayuya, nuestro orgullo"*  
Apartado 488 • Jayuya, P.R. 00664-488  
Tel. (787) 828-0900 • Fax (787) 828-9556

  
26/enero/2010  
10:50 am

**Minuta Vistas Públicas  
Plan Anual Sección 8  
Viernes, 19 de marzo de 2010  
10:30 PM**

- ❖ Vamos a dar inicio a las Vistas Públicas pautadas en la mañana de hoy, pero antes de comenzar oficialmente vamos a aclamar la presencia del señor, por la Sra. Dalma L. Rodríguez.
- ❖ Me place presentar a nuestro alcalde, Hon. Jorge L. González Otero, el cual es parte esencial en la presentación de estas vistas públicas.
- ❖ Al igual al personal de la Oficina de Programas Federales que también es parte del comité de presentación.
- ❖ Damos inicio a las vistas públicas a las 10:30 AM de hoy viernes, 19 de marzo de 2010.
- ❖ El anuncio de estas vistas públicas fue publicado en el periódico El Vocero el viernes, 29 de enero de 2010.
- ❖ Como se entregó copia del aviso público se dio por leído.
- ❖ Para cumplir con la Ley "Quality Housing and Work Responsibility Act" de 1998 y el Acta de Vivienda de Estado Unidos de 1937 (US Housing Act of 1937) según enmendada. Se procede a realizar estas vistas públicas para recoger el sentir y las preocupaciones de nuestra ciudadanía relacionada al Programa de Vivienda de Sección 8 Municipal y nuestro Plan Anual de Sección 8.

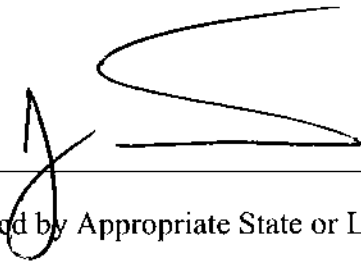
María M. Ortiz de Jesús  
Directora Programas Federales

Estado Libre Asociado de Puerto Rico  
 Gobierno Municipal de Jayuya  
 Programas Federales  
 Apartado 488  
 Jayuya, Puerto Rico 00664-0488

1. Daniel
2. Ana I. Medina B
3. Ada Salas Vargas
4. Lissette R. de la Cruz Gomez
5. Jarles Andujar Senano
6. Diego S. LIT
7. Alma L. Rodriguez Torres
8. Ramona R. Ortiz
9. Mary M. de la J. J.
10. Rafaelo Perez Acosta
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_

**Certification by State or Local Official of PHA Plans Consistency with the  
Consolidated Plan**

I, Jorge L. González Otero the Mayor certify that the Five Year and  
Annual PHA Plan of the Municipality of Jayuya is consistent with the Consolidated Plan of  
PHA Plan 5 Years 2010-2015 prepared pursuant to 24 CFR Part 91.

  
\_\_\_\_\_  
Signed / Dated by Appropriate State or Local Official



***Disposition of Review***

PHA Name: \_\_\_\_\_

PHA No. \_\_\_\_\_

Reviewed by (print name &amp; title) \_\_\_\_\_

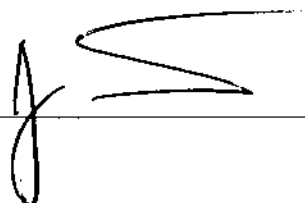
☐ I have reviewed this PHA Plan and it is approvable under the PHA Plan Notices and guidance materials.☐ I have reviewed this Plan and recommend disapproval based on criteria listed above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by (print name &amp; title) \_\_\_\_\_

☐ I have reviewed this PHA Plan and it is approvable under the PHA Plan Notices and guidance materials.☐ I have reviewed this Plan and recommend disapproval based on criteria listed above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by (print name & title) Jorge L. Gonzalez Otero☒ I have reviewed this PHA Plan and it is approvable under the PHA Plan Notices and guidance materials.☐ I have reviewed this Plan and recommend disapproval based on criteria listed above.Signature  Date 3/23/10

*Estado Libre Asociado de Puerto Rico*  
16  
*Municipio Autónomo de Jayuya*  
*Oficina del Alcalde*  
*Apartado 488*  
*Jayuya, P.R. 00664-488*

*Hon. Jorge L. González Otero*  
Alcalde

TEL. (787) 828-0900  
FAX (787) 828-1033

ADDENDUM 1 - 0

**STATEMENT OF PROGRESS IN MEETING THE 5-  
YEAR PLAN MISSION AND GOALS**

The Municipal Government of Jayuya is in compliance with the 5 Year Plan Goals as established by HUD. To develop this Plan we took in consideration all the goals and objective derived from HUD's strategic Goals and objectives and those emphasized in recent legislation. It is our mission to accomplish all these Goals through a goo management of the section 8 Program.

Also the Municipality of Jayuya continue with our established goal providing housing for low and very-low income families while maintain their rent payment at an affordable level.

The Municipality of Jayuya is pleased with what has been accomplished so far, so as to meet the needs of its citizaens.

## ADDENDUM 1-1

### HOUSING CHOICE VOUCHER PROGRAM

### UPFRONT INCOME VERIFICATION SYSTEM

#### Introduction

THE upfront income Verification System has been established to improve the section 8 Program Income Reporting. It will criminate under reporting, not reporting and calculation errors during time of application, selection and reexamination, HUD relation, 24 CFR Part 960.259 (c) and 982.516 (a), requires PHA's to obtain a document in the tenant files, independent third verification was not available to deduction from income and other factors affecting adjusted income.

#### 1. Family responsibilities

- The family will be responsible to report the income of all family members before or during the re-examination process.
- All family members 18 years and older must sign a consent form (HUD-9886) to authorize the release of information.
- Self employment participants must provide an affidavit when any other source of verification couldn't be available.
- The family must inform all assets value before or during the reexamination process.

#### 2. PHA Responsibilities

- THE PHA must verify all source of income of the family before or during admission.
- THE PHA will verify the income information provided whit the employer by telephone r in writing.
- The PHA will verify the income from General Assistance with the Family Department and will make a Memorandum of Understanding (MOU) to receive their information of income of the participant.
- The PHA will file all documentation regarding the income verification process.
- The PHA will verify the social security number of each family member and will accept in lieu of a social security card the following documents containing the social security number.
  - a. A driver license

- b. Identification card issued by federal, state, or local agency.
  - c. Identification card issued by a medical insurance company or provider (including Medicare and Medicaid).
  - d. Identification card issued by an employer or trade union.
  - e. Benefit award letter from government agencies.
  - f. Retirement benefit letter.
  - g. Life insurance agencies.
  - h. Courts record (real state, tax notices, marriage and divorce, judgment or bankruptcy records).
- The PHA will use HUD's tenant assessment Subsystem (TASS); to verify the family's income.
- The PHA will use the centralized UIV system when HUD announces its availability.
- The PHA will make an arrangement with other federal or local government agency to obtain income verification
- The PHA will make arrangement with local financial institution to verify the family credit history in order to determinate the income provide to them in a loan request.
- The PHA will use the following levels of verification:
  - a. Upfront income verification (UIV)
  - b. Written third party verification.
  - c. Oral third party verification.
  - d. Document review.
  - e. Tenant declaration (affidavits).

*Estado Libre Asociado de Puerto Rico*  
<sup>19</sup>  
*Municipio Autónomo de Jayuya*  
*Oficina del Alcalde*  
*Apartado 488*  
*Jayuya, P.R. 00664-488*

*Hon. Jorge L. González Otero*  
Alcalde

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FAX (787) 828-1033

CERTIFICATION

THE DOMESTIC VIOLENCE STATEMENT- HOUSING VOUCHER PROGRAM

The violence against women act (VAWA), Public Law 109-162 was assigned into law on January 5, 2006. Section 603 of the law amends section 5A of annual PHAPLAN to contain a Domestic Violence Policy Statement regarding any goals, activities, objective, polices, or programs of the PHA that are intended to support or assist victim or domestic violence, dating violence, sexual assault, or talking. Section 606 and section 607 amend the section 8 and public housing section of the U.S. Housing act (42 U.S.C. 1437) to protect certain victims of criminal domestic violence, dating violence, sexual assault, or talking – as member of the victims' immediate families – from losing their HUD – assisted housing as a – as a consequence of the abuse of which they were the victim. While awaiting new guidelines from the Department of Housing and Urban Development for implementing VAWA the Municipality of Jayuya (RQ076) has adopted the following goals and objectives, for Domestic Violence Policy:

- The VAWA applies to the Housing Choice Voucher Program.
- The applicant/tenant/victim will be respect and dignity.
- The Municipality of Jayuya will notify voucher holders of their rights under VAWA including the possible portability off vouchers between.
- Jurisdiction to escape an imminent threat to further domestic violence or stalking.

## Civil Rights Certification

## Annual Certification and Board Resolution

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

Municipality of Jayuya

PHA Name

RQ076

PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

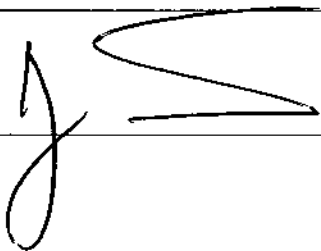
Name of Authorized Official

Jorge L. González Otero

Title

Mayor

Signature



Date 03/23/2010

# Certification for a Drug-Free Workplace

U.S. Department of Housing  
and Urban Development

21

Applicant Name

Municipality of Jayuya

Program/Activity Receiving Federal Grant Funding

## Section 8

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here ☐ if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.

(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Jorge L. González Otero

Title

Mayor

Signature

21

Date

23/03/10

X

# Certification of Payments to Influence Federal Transactions

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

Applicant Name

Municipality of Jayuya

Program/Activity Receiving Federal Grant Funding

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

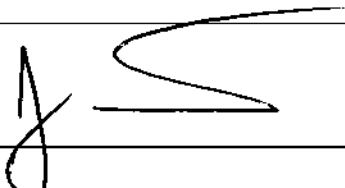
Name of Authorized Official

Jorge L. González Otero

Title

Mayor

Signature



Date (mm/dd/yyyy)

03/23/2010

22



<b>PHA Certifications of Compliance with PHA Plans and Related Regulations</b>	<b>U.S. Department of Housing and Urban Development</b> Office of Public and Indian Housing Expires 4/30/2011
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**PHA Certifications of Compliance with the PHA Plans and Related Regulations:  
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ~~x~~ 5-Year and/or ~~x~~ Annual PHA Plan for the PHA fiscal year beginning July, 10 hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
  - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

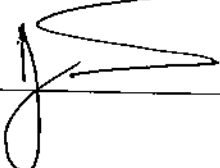
Municipality of Jayuya  
PHA Name

RQ076  
PHA Number/HA Code

☒ 5-Year PHA Plan for Fiscal Years 2010 - 2014

☒ Annual PHA Plan for Fiscal Years 2010 - 2011

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

<u>Jorge L. González Otero</u> Name of Authorized Official	 Title
 Signature	<u>Mayor</u> Date
	<u>7/09/2010</u>

# DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  Congressional District, if known: 4c	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>  Congressional District, if known:	
<b>6. Federal Department/Agency:</b>	<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$	
<b>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI):	<b>b. Individuals Performing Services (including address if different from No. 10a)</b> (last name, first name, MI):	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: <u>Jorge L. González Otero</u> Title: <u>Mayor</u> Telephone No.: <u>787-828-0900 ext. 19</u> Date: <u>03/23/2010</u>	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

*Estado Libre Asociado de Puerto Rico*  
26  
*Municipio Autónomo de Jayuya*  
*Oficina del Alcalde*  
*Apartado 488*  
*Jayuya, P.R. 00664-488*

*Hon. Jorge L. González Otero*  
Alcalde

TEL. (787) 828-0900  
FAX (787) 828-1033

**Required Attachment C: Membership of the Resident  
Advisory Board or Boards**

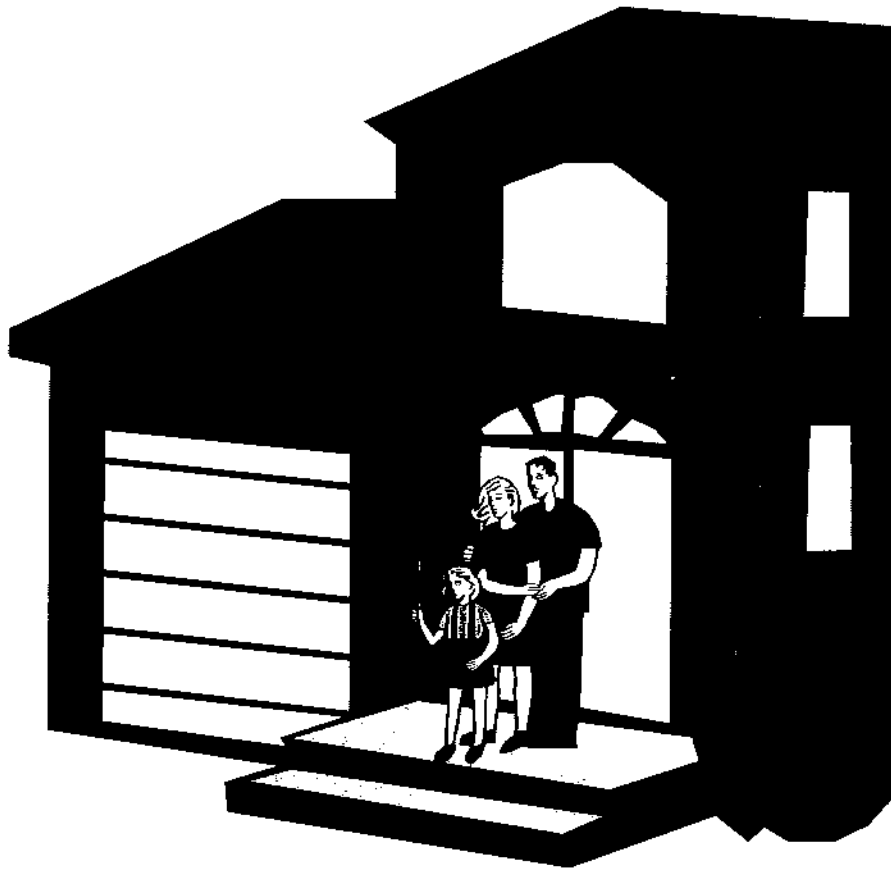
List members of the Resident Advisory Board or Boards: ( If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how member are chosen.)

The member of the resident Advisory were elected by vote on January 16, 2009 in a meeting held at municipality Section 8/ Voucher Program Office. They were ratified and approved by all participation.

1. Emma R. González - President
2. Evelyn Robles Cruz - Vice-President
3. Nilka Rolón Págan - Secretary
4. Luís F. Martínez Marrero – Member

No comments or were present by the resident for the Annual Plan, PHA- Plan 5 years and Administrate Plan.

*ADMINISTRATIVE PLAN*  
*SECTION 8*  
*VOUCHER PROGRAM*



*MUNICIPALITY OF*  
*JAYUYA*

*MUNICIPALITY OF JAYUYA  
ADMINISTRATIVE PLAN  
VOUCHER PROGRAM*

**I. ISSUANCE OF VOUCHER**

A Voucher will be given to an eligible family depending on the waiting list and local or federal preference at the time. Briefings will be given initially and throughout the process to the eligible families and to the qualified owners.

A voucher will have a term of 60 days. Any additional time do not exceed a 30-day period depending on the situation at that time and its merits. If the family Voucher expires, they will be eligible to reapply depending on the eligibility standards at that time.

When participating a family may leave the household only by notifying the HA in time. No family may be out of the household for more than a month and if more time needed, the situation will be evaluated in accordance with the documentation, especially health reasons.

If a family break up occurs the family who retains the children custody, will retain the assistance.

## **II. ORGANIZATION AND STAFFING**

The Voucher Program extends the PHA's fiscal responsibility to manage subsidy funds and administrative costs. Therefore, the staff directly involved in the administration of Federal Programs in this Municipality will be so designated in accordance with the number of vouchers assigned to the Program and administrative expenses. The names and positions of the staff are as follows:

Yolanda Perez Soto  
Coordinator

### III. PLANS FOR ADMINISTRATION OF PROGRAM FUNCTIONS

#### ❖ Outreach to eligible families and contact with owners

A wide publicity campaign will be implemented to prospective lesser. The Program's objectives, eligibility criteria, and other related information will be made available to prospective clients and owners, managers or real estate property and to the public in general in order to assure success. Radio, newspaper and TV advertisements will be used, making optimum use of public services programs and government operating advertising media. At the present time, all the total units assigned for the Program must be directed to very low-income families and special outreach efforts will be made to this particular group. The collaboration of other family services agencies that deal directly with very low-income families will be requested and, if necessary, waiting lists for public housing applications for the area will be obtained from the appropriate agency in order to make easier the identification of these families. Posters and other illustrative materials will be placed in public areas such as Medical Dispensaries, Post Offices, Community Centers and other facilities particularly in those located in low-income areas. Contact will also be established with Civic Groups and Religious Institutions in order to promote the Program. Contact with owners will be made through advertisements in newspaper and TV media inviting them to participate in the Program. All advertising guidelines for fair housing require the use of Equal Opportunity logotype statement and slogan. Efforts will be made to reach a maximum number of owners and Real Estate Brokers.

Responsibility for the development of the promotion and publicity campaign for the program applies to the Program's Division Director and other staff members will assist him in this function.



❖ **Determination of Eligibility and Selection of Families.**

An application center is located at the Office of Federal Programs, located in the City Hall. When the applicant visits the office to fill and sign the appropriate applications documents, a basic orientation of the Program will be given. The Municipality will utilize a “first come first served” basis approach directed to admission of very low-income families except the following preferences. All families applying for initial participation in the PHA’s Program must have annual incomes which do not exceed the limits set forth under the lower-income family schedule.

1. **Lower-Income Family Schedule** -- represents income limits that do not exceed generally 80 percent of the medium income for a family of four, for the area, adjusted for smaller and larger families.

A. **Priorities:**

- Involuntary Displaced (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence.
- Families living in substandard housing, children of different sex in the same room and overcrowding.
- Homelessness
- High rent burden (rent is > 50 percent of income.

These are federal priorities and all the applicants will be selected based on the necessity, date and terms of the application.

If a family refuses the form of assistance offered by the Voucher Program, the alternative will be to whenever appropriate, to place the family on a waiting list or refer them to public housing or other resources that may be available.

The subsidy to be paid will be based on the size of the unit the family is eligible to occupy, based on the following standards:

<u>Family Members</u>	<u>Bedroom</u>
1 – 2	1
2 – 4	2
3 - 4	3
4 – 8	4

A family may select a unit that is larger than the bedroom size authorized by the PHA, but the family must pay the increased cost.

Before establishing or changing the Adjustment Standard Schedule, the Municipality will notify the public by means of posting of public notices regarding consultation on the impact of affordability adjustments on the number of families that can be assisted.

❖ **Verification of income and Determination of Annual Income and Total Tenant Payment**

Once the family has filled an application and has provided evidence required to complement it, the personnel's office must then verify with sources and references, all the basic information given by the applicant, by means of a personal interview, telephone contact, or by mail. When all information is verified and the family is determined to be eligible, the calculation of the Total Tenant Payment will be made. Annual Income, Adjusted Income and Total Tenant Payment will be estimated based on the new definition of income per CFR 813. A direct orientation will be given to the family regarding the Program.

❖ **Briefing of Family and Issuance of Vouchers when the Family receives a Voucher**

The following items will be fully explained:

- a) The families and owners responsibilities under their leasing contract.
- b) How to find a suitable unit
- c) Housing Quality Standards
- d) Procedures for family and owner for dwelling unit inspections.

The family may obtain the pertinent forms, for lease approval at the time of issuance of the voucher. The family will be given an ample opportunity to discuss and raise questions in relation to orientation. Personal assistance will be provided to families in an attempt to help them find adequate housing.

❖ **Lease Approval and Contract Execution**

No modal lease will be offered; contract agreements will be in English and Spanish. For the Voucher Program there will not be PHA limits all will depend on conversations with the owner and eligible families. Prior to contract and lease execution, lease provisions, lease approval procedures, Housing Quality Inspection and Payment Procedures will be fully discussed with the owner and as required by law. All records and documents related to the lease approval will be filled and retained at the Program's Office during the life of the contract and even after its cancellation, for a term no more than three (3) years. When this period had passed the records will be sent to the Municipality's Central Dead File for the appropriate action in accordance to the Public Law Documents.

❖ **Payments to Owners**

The details for the processing of the monthly payments for owners, calculations, preparation and delivery of the checks, establishment of accounting and audit procedures will be responsibility of the programs accountant.

❖ **Provision of Housing Information and Services to Recipient Families**

The eligible families will be assisted in locating dwelling units by a list from the units that will be available in the program's office. A staff member will deal directly with families presenting social problems and will also be in charge of making referrals to other pertinent Social Agencies when deemed necessary. Efforts will be made to encourage communication of families with the office staff in relation to both housing and non-housing problems.

❖ **Annual and Interim Recertification**

Under the Housing Voucher Program, the Municipality must annually re-examine income and family composition for families receiving assistance.

Re-examinations will be conducted at least annually and generally they will be scheduled to coincide with other annual activities (annual unit inspection). The same procedures used for determining total tenant payment, tenant rent and housing assistance payment at initial certification will be used at re-examination. However, the Municipality will first determine the applicable standard payment used for a family.

The applicable standard for a family continuing to receive assistance will be the same as the standard payment used to compute the family's current housing assistance payment, unless:

- a) The Municipality instituted an adjustment standard schedule, which is higher than the standard payment currently being used.
- b) The Family's size / composition has changed and the family is eligible for a larger or smaller unit.
- c) The family chooses to move to a new unit.

Families will be notified of the examinations results. The families that were determine ineligible will be informed by written communication and will have an opportunity for an informal hearing.

The procedures for the eligible families continuing receiving assistance for the Housing Voucher Program is as follows:

- a) The family and owner are notified of the changes in the HAP and tenant rent.
- b) An annual unit inspection is conducted.
- c) A new lease and housing voucher contract are prepared and executed (if applicable).
- d) Families who intend to move will be briefed and issued a new housing voucher.

There will not be any PHA limits on rent increase that the owner can impose. Families have to make their own decision about the reasonableness of the rent. Owners must provide at least a 60-day written notice of any proposed rent increase at the family and Municipality.

#### ❖ Interim Re-examinations

The Municipality will apply the following policies and procedures for processing interim re-examinations if the family stays in the same unit:

- a) The Municipality will recalculate the Housing Assistance Payment using the applicable standard payment.
- b) No change will be made in the standard applicable payment until the next re-examination or until the family moves to another unit.

If the family moves at the time of the interim re-certification the new family / mover schedule will be used. If the moving family has a change in family composition the appropriate bedroom size for the family will be used.

❖ **Enforcing Housing Quality Standards (HQS)**

The Municipality will complete HQS inspections and complaint inspections as needed. Municipality may abate or terminate Housing Assistance Payment to owners if the unit fails HQS inspection.

❖ **Family Mobility and Portability Voucher**

A participating family is allowed to move from one housing voucher jurisdiction to another with continued assistance. This special program feature is defined as "Portability". This Municipality will implement this concept in the following manner:

- a) **General Procedures** – whenever this municipality is the initial PHA – a family must live in the initial PHA's jurisdiction and hold a housing voucher be a current participant to be eligible for portability.

The initial PHA may deny a family's request to move under the portability procedures only if the number of portable housing vouchers would exceed 25% of its total units under lease in the Housing Voucher Program.

Once a family notifies the initial PHA that it wants to move under the portability procedures, the initial PHA will contact the receiving PHA. The initial PHA will verify to the receiving PHA that:

- The family is eligible for assistance (meets the income eligibility requirements of the initial PHA).
- A housing voucher has been issued to the family.

The receiving PHA must recertify the family's income initially to calculate the Housing Assistance Payment based on the applicable payment standard in effect at the receiving PHA.

The receiving PHA will bill the initial PHA for the Housing Assistance Payment and PHA fees unless it has given the family one of its own housing vouchers. Families may move more than once under the portability procedures. However, the initial PHA may limit moves to once in a 12-month period. The housing voucher reverts to the initial PHA when the eligible family leaves the program.

**b) PHA's fees – this Municipality as the initial PHA:**

- Retains the funding when the family leaves its jurisdiction.
- May be eligible to receive up to \$215 preliminary fee if the portable housing qualifies for it.

A receiving PHA that elects to administer the Housing Voucher is also entitled to a \$215 preliminary fee and the \$45 hard-to-house fee from the initial PHA for each portable housing voucher it accepts.

For each housing voucher family under lease, the receiving PHA bills the initial for the full amount of the housing assistance payment and 80% of the on-going administrative fee (calculated using the initial PHA's applicable FMR).

A receiving PHA which issues its own housing voucher to a family using the portability opportunity may claim the preliminary fee from its housing voucher at the time of the year-end-settlement.

The Municipality expects HUD to provide detailed instructions for accounting for these special fees.

❖ **Terminations and Evictions**

Assistance under the Housing Voucher Program will be automatically continued for eligible families unless the Housing Voucher Contract is terminated. The Housing Voucher Contract may be terminated by the Municipality for similar reasons to those set forth in the HAP contract, such as:

- The family vacates the unit in violation of the lease.
- The owner terminates tenancy in accordance with the March 29, 1984 Regulations and the April 22, 1985 Federal Register Notice.
- The family moves from its unit with the owner's approval.
- The owner has evicted the family in accordance with the state or local law.

The municipality may also terminate the Housing Voucher Contract if:

- The family no longer requires 30% of adjusted income exceeds the applicable standard payment.
- The unit fails HQS inspection.
- The unit is overcrowded and does not meet the HQS space requirement.
- The family does not comply with the obligations stated in the Housing Voucher Program.
- The Municipality discovers Program's abuse.
- The owner is not in compliance with the terms of the Housing Voucher Contract.
- A family does not comply with annual inspections deficiencies and or on time; only one opportunity will be given.
- Owner does not comply with annual inspections deficiencies and or on time.
- A family does not comply with annual recertifications requirements on time as requested.
- Constantly violates annual recertification requirements.



- A family does not comply with rental payments to owner as specified in contract
- Family does not comply with security deposits to owner as required.
- Utilities bills have to be in the family's name.
- The family owes money to the PHA or owner.

The family / owner will be notified in writing communication prior to the termination. The requirements for the Municipality to conduct an informal hearing will be in effect repayment agreements and they will be made if the violation was intentionally. No contract will be renewed if repayment has not been complied with the time given.

**Evictions:**

The Municipality does not authorize or deny eviction actions. The owners are required to:

- Comply with the requirements of state or local law.
- Provide a copy of the notice to the PHA when the notice is given to the family.

The Municipality must determine whether the family is eligible to received continued assistance under the Housing Voucher Program.

❖ **Monitoring Applicable Payment Standards and Budgets**

At least annually, the Municipality will review applicable payment standards and determine if any changes are appropriate. On a continuing basis, the Municipality will monitor expenditures to ensure that annual contract authority is not exceeded.

The Municipality will submit every end of year the financial reconciliation.

❖ **Security Deposits and Claims for Damages, Unpaid Rent, and Vacancy Loss**

Owners may collect a security deposit, which is the greater of one month's total tenant payment (TTP) or \$150.00. If the owner fails to collect a security deposit, the Municipality liability will be reduced by the amount the owner could have collected.

The housing Voucher Program reimbursement for unpaid rent, damages, or other amounts owed, will not exceed the lesser of:

- a) The amount owed to the owner
- b) One-month contract rent minimum:
  - The security deposit actually collected.
  - The security deposit the owner could have collected.

❖ **Claims for Vacancy Loss**

In the housing Voucher Program, owner will not be eligible to receive housing assistance payments after the family moves the unit.

If the housing Voucher family vacates its units in violation of the lease, the owner retains the payment for the month in which the vacancy occurred.

❖ **Informal Hearings for Denial Reduction of termination of Assistance**

The Municipality upon determining an applicant or participant to be ineligible will notify the applicant or participant in writing, the reasons for the ineligibility and their right to request an informal hearing.

- a) **Procedures:** If an informal hearing is for an applicant, Voucher Holder, or tenant, it will be conducted by a municipal employee or public official who is not directly involved in the day-to-day administration of the Program.

**In addition:**

- The family may retain counsel or other representative, if desire, at its own expense.
- Either the family or its counsel / representative must be given an opportunity to examine evidence and question any adverse witness (cs).

The family or its counsel/representative must also be given an opportunity to present testimony and evidence in its favor. The decision of the hearing official must be in writing, must be based

solely on evidence provided at the hearing and must state the legal and evidentiary grounds for decision.

❖ **DEFINITION OF TERMS AND CONCEPTS**

The following terms, definitions, and concepts apply:

- **Eligible Family:** A family, as defined in 24CFR Part 812, that qualifies as very low-income family at the time it initially receives assistance under the PHA housing Voucher Program.
- **Very Low-Income Family** - A family, whose income does not exceed 50 percent of the area, as determined by HUD.
- **Applicable Standard** - The schedule of cost used to calculate the housing Voucher Subsidy.
- **Initial Payment Standard** - This schedule applies to all families at outset of the housing Voucher. The family size is based on the PHA'S occupancy standards. The initial payment standard schedule is based on the Fair Market Rent Schedule or the HUD approved community wide exception rents, in effect at the time of execution by HUD of the PHA original ACC for the first increment of funding under the housing Voucher Program.
- **New Family/Mover Schedule** - The PHA may establish a "new family/mover schedules" at any time. The amounts on the "new family/mover schedule" can be any amount between the initial payment standard (or adjustment standard, if applicable) and the FMR in effect at the time the "new family/mover schedule" is adopted.
- **Adjustment Standard Schedule** - The PHA may at its discretion establish an "adjustment standard schedule" twice during any five-year period to assure continued affordability. The amounts on the "adjustment standard schedule" can be any amount between the initial payment standard (or previous adjustment standard schedule, if applicable) and the FMR in effect at the time the "adjustment standard schedule" is adopted. No adjustment standard schedule may be establish if

less than 60 months have elapsed since the next to the last “adjustment standard schedule” was adopted.

- **Housing Voucher** - A document issued by a PHA declaring a family to be eligible for participation in the housing Voucher Program and stating the terms and conditions for the family’s participation.
- **Housing Voucher ACC** - A written agreement between HUD and a PHA to provide annual contribution to the PHA for housing assistance payments and administrative fees to the PHA.
- **Housing Voucher Contract** - A written contract between a PHA and owner in the form prescribed by HUD for the housing Voucher Program, in which the PHA agrees to make housing assistance payments to the owner on behalf of an eligible family.
- **Gross Rent** - The actual rent for the unit stated in the lease and payable to the owner plus any utility allowance appropriate for that unit.
- **Utility Allowance** - The allotted amount, by unit size and type, for tenant furnished utilities and services, based on the typical cost of each utility and services in the location.
- **Total Tenant Payment** - The portion of the monthly gross rent payable by an eligible family, including the utility allowance paid by the family.
- **Minimum Total Tenant Payment** - The minimum amount of gross rent that assisted family must pay toward rent is ten (10) percent of the family's gross income.
- **Portability** - Portability is the ability for a housing Voucher holder to move from a jurisdiction of its current PHA, which administers a housing Voucher Program; must accept a housing Voucher holder from another PHA jurisdiction.

This is different from the inter-jurisdictional mobility agreements and the Section 8 Housing Voucher Exchange Program that have been established on a voluntary basis.

## **ADENDUM PARA AÑADIR LA ACTIVIDAD DE TBRA DEL PROGRAMA HOPWA AL PLAN ADMINISTRATIVO DEL PROGRAMA DE VOUCHERS DE SECCIÓN 8**

Todo participante nuevo del programa de "Tennant Based Rental Assistance (TBRA)" del Programa HOPWA del estado cumplirá con los requisitos mínimos de elegibilidad al programa. Estos requisitos son; ser paciente certificado de HIV/AIDS y el ingreso de la familia debe estar dentro del 80% de la mediana de ingreso para el municipio donde reside.

Para participar de la actividad de TBRA los participantes deben estar recibiendo algún servicio de apoyo para lidiar con su condición y deberá reportarlo al momento de la entrada al programa y anualmente durante su proceso de reexamen.

Los elementos administrativos de la actividad de TBRA del Programa HOPWA del estado se enumeraran en un Adendum que el municipio preparara que el Municipio preparara del Plan Administrativo del Programa de Vouchers que administra el Municipio de Jayuya.

### **ÁREA DE SERVICIO DEL MUNICIPIO:**

El área de servicio que el Municipio autoriza para la contratación de vivienda de sus inquilinos será el Municipio de Jayuya, Adjuntas, Utuado y Ciales

### **ADMISIONES DE LOS PARTICIPANTES**

La selección de los participantes del Programa HOPWA-TBRA saldrán de un lista especial que el Municipio ha creado, estableciendo turnos por orden de llegada, registrando la fecha y hora en se admiten a dicho registro especial. El Voucher de HOPWA-TBRA se entregara cuando el participante complete la documentación de su elegibilidad.

Cuando el Departamento de Salud por conducto de su Programa HOPWA otorgué fondos para familias con pacientes certificados de VIH/AIDS, el Municipio admitirá estas familias bajo un proceso especial de admisión. Las familias admitidas bajo este proceso especial de admisión serán admitidas según el criterio establecido por el Municipio. El Municipio de Jayuya mantendrá expedientes separados del Programa de "Vouchers" para estas admisiones. Las mismas serán descritas en el capítulo asignado para el Programa HOPWA.

## **CAPITULO HOPWA:**

### Ocupación de la Vivienda

Se proveerá una habitación independiente para el paciente de VIH/AIDS. El jefe de familia o su cónyuge decidirán si quieren habitaciones separadas en caso de que uno de ellos esté en un estado avanzado de la enfermedad.

### Fair Market Rent (FMR)

El FMR del Programa HOPWA será un 110 %.

### Payment Standard

Se establecerá el payment Standard será de 110%

### Housing Quality Standards (HQS)

Los HQS del Programa HOPWA serán iguales a los HQS del Programa de Vouchers. Las inspecciones y trámites de querellas, cancelaciones de contrato, reinspecciones y contratos nuevos cumplirán con los mismos criterios del Programa de Vouchers.

### Subsidy Standard

Utilizaremos para el análisis de subsidio la Forma HUD-50058, tomado en consideración, que dicha forma no será transmitida a PIC. El uso de dicha forma es exclusivamente para asegurar que los cálculos del subsidio, incluyendo los créditos y análisis se hace de forma correcta.

### HAP PAYMENT

Se utilizara el modelo HUD-52641 para preparar el contrato de asistencia de pago de renta. En dicho modelo se incluirá una línea que identifique el tipo de servicio de apoyo que recibe el paciente VIH/AIDS.

## ADDENDUM 1-1

## HOUSING CHOICE VOUCHER PROGRAM UPFRONT INCOME VERIFICATION SYSTEM

### Introduction

THE upfront income Verification System has been established to improve the section 8 Program Income Reporting. It will criminate under reporting, not reporting and calculation errors during time of application, selection and reexamination, HUD relation, 24 CFR Part 960.259 (c) and 982.516 (a), requires PHA's to obtain a document in the tenant files, independent third verification was not available to deduction from income and other factors affecting adjusted income.

#### 1. Family responsibilities

- The family will be responsible to report the income of all family members before or during the re-examination process.
- All family members 18 years and older must sign a consent form (HUD-9886) to authorize the release of information.
- Self employment participants must provide an affidavit when any other source of verification couldn't be available.
- The family must inform all assets value before or during the reexamination process.

#### 2. PHA Responsibilities

- THE PHA must verify all source of income of the family before or during admission.
- THE PHA will verify the income information provided whit the employer by telephone r in writing.
- The PHA will verify the income from General Assistance with the Family Department and will make a Memorandum of Understanding (MOU) to receive their information of income of the participant.
- The PHA will file all documentation regarding the income verification process.
- The PHA will verify the social security number of each family member and will accept in lieu of a social security card the following documents containing the social security number.
  - a. A driver license
  - b. Identification card issued by federal, state, or local agency.
  - c. Identification card issued by a medical insurance company or provider (including Medicare and Medicaid).
  - d. Identification card issued by an employer or trade union.
  - e. Benefit award letter from government agencies.
  - f. Retirement benefit letter.
  - g. Life insurance agencies.

- h. Courts record (real state, tax notices, marriage and divorce, judgment or bankruptcy records).
- The PHA will use HUD's tenant assessment Subsystem (TASS); to verify the family's income.
- The PHA will use the centralized UIV system when HUD announces its availability.
- The PHA will make an arrangement with other federal or local government agency to obtain income verification
- The PHA will make arrangement with local financial institution to verify the family credit history in order to determine the income provide to them in a loan request.
- The PHA will use the following levels of verification:
  - a. Upfront income verification (UIV)
  - b. Written third party verification.
  - c. Oral third party verification.
  - d. Document review.
  - e. Tenant declaration (affidavits).



**HOMEOWNERSHIP PROGRAM  
FOR THE MUNICIPALITY OF JAYUYA**

**JORGE L. GONZALEZ OTERO  
MAYOR**

**PROGRAM COORDINATOR**

*DATE - February, 02 2009*

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## SECTION 8 HOME OWNERSHIP PROGRAM

## SECTION A - GENERAL PROVISIONS.

IV. (1) Legal Background.

Homeownership Program, following rules and requirements under 24 CFR Part 982 from Department of Housing and Urban Development. This program will allow to qualified applicants or participants, eligible families, first-time homeowners, to use voucher subsidy, not separate funding, to meet monthly homeownership expenses. This assistance can be provided in the form of a single grant to be used towards the down payment required in connection with the purchase of the home or monthly homeownership assistance payments provided under the homeownership option.

V. (2) Key Program Features.

HUD has established the following key program features:

- (i) First-time homeowner or cooperative member.
- (ii) A family that has not owned or had ownership interest in the past three years.

Minimum income requirement. Except in the case of disabled families, the qualified annual income of the adult family members who will own the home must not be less than the Federal minimum hourly wage multiplied by 2,000 hours (currently \$10,300). For disabled families, the qualified annual income of the adult family members who will own the home must not be less than the monthly Federal Supplemental Security Income (SSI) benefit for an individual living alone multiplied by 12 (currently \$6,624). *(The PHA may also establish a higher minimum income requirement for either or both types of families. Except in the case of an elderly or disabled family, welfare assistance is not counted in determining whether the family meets the minimum income requirement.)*

- (iv) Employment requirement. Except in the case of elderly and disabled families, one or more adults in the family who will own the home is currently employed on a full-time basis and has been continuously employed on a full-time basis for at least one year before commencement of homeownership assistance.
- (v) Additional PHA eligibility requirements. The family meets any other initial eligibility requirements set by the PHA.
- (vi) Homeownership counseling. The family must attend and satisfactorily complete the PHA's pre-assistance homeownership and housing counseling program. (Minimum of 8 Hours)

VI. (3) Local Home Ownership Policy, Goals and Objectives

The Section 8 Home Ownership Program of the Municipality of Jayuya permits eligible participants in the Section 8 housing choice voucher program, including participants with portable vouchers, the option of

purchasing a home with their Section 8 assistance rather than renting. Two options are available for this assistance: monthly homeownership assistance payment on behalf of a family, and to provide homeownership assistance for the family in the form of a single grant to be used toward the downpayment required in connection with the purchase of the home. Until HUD publishes the regulations for down payment assistance, only monthly homeownership assistance is available.

**The home ownership option is limited to five percent (5%) of the total Section 8 voucher program administered by the Municipality of Jayuya in any fiscal year, provided that disabled families shall not be subject to the 5% limit. If applications exceed such 5% limit, participants in the Family Self Sufficiency ("FSS") program shall receive a priority for participation in the home ownership program.**

**Eligible applicants for the Section 8 home ownership program must have completed an initial Section 8 lease term, may not owe the Municipality of Jayuya or any other Housing Authority an outstanding debt, and must meet the eligibility criteria set forth herein.**

Section 8 home ownership assistance may be used to purchase the following type of homes within the Municipality of Jayuya: new or existing single-family, condominium, planned use developments, cooperatives, lofts, live/work units, or manufactured homes. The Municipality of Jayuya will permit portability of Section 8 home ownership assistance to another jurisdiction, provided the receiving jurisdiction operates a Section 8 home ownership program for which the Section 8 home ownership applicant qualifies or authorizes the Municipality of Jayuya to administer the home ownership assistance in their jurisdiction.

In order to effectively develop the Municipality of Jayuya Homeownership Program, the agency has agreed upon a set policy for the administration and implementation of the program. This covers the applicant eligibility for the program, the application process, the financial and participatory requirements and the responsibilities of the housing agency and the counseling organizations in the administration of the program. Program participants will also be informed of their rights as homebuyers. Upon purchasing a home, families are required to sign a "Statement of Homeownership Obligations," agreeing to comply with the mortgage, maintain the property, pay the taxes, utilities, and insurance.

Down payment, closing costs and the mortgage payment are the primary barriers to entry for home ownership. The Municipality of Jayuya will work with banking/financial institutions and non-profit organizations that have indicated interest in working with the program and that offer loan products and other concessions that further the affordability of mortgages for program participants. Many Section 8 participants will be eligible for subsidy funds providing down payment and closing cost assistance complemented with funds from the HOME Program, the Affordable Housing Program from the Federal Home Loan Bank of New York and any private corporation and foundation which pursue affordable housing. The Municipality of Jayuya will assist and coordinate the post purchase counseling and educational support and any proactive efforts on behalf of the homeowners so as to provide a safety net against defaults.

#### **VII. (4) Demonstrated PHA Capability to Successfully Implement the Homeownership Program.**

The Municipality of Jayuya is a small PHA with 53 vouchers allocated by HUD. Out of this allocation, 25 vouchers are assigned to the Family Self Sufficiency Program, with the goal to attain homeownership in a five year time period. Eight of these tenants have income exceeding the minimum requested by the homeownership

program, providing in a short time period, an excellent opportunity to assist these tenants to become homeowners.

The Section 8 Program, attached to the Federal Programs Office of the Municipality of Jayuya is very excited to provide the homeownership option to their tenants. It is granted that the Municipality's staff has no experience towards the administration of a homeownership program, thus the Municipality is neither a CDBG entitlement nor a HOME program jurisdiction, which will allow them to gain such experience.

Counseling activities has been coordinated with the Consumer Credit Counseling Service of Puerto Rico, a private non-profit organization with 14 years of experience. This is a valuable partner along the financial institutions that has demonstrated interest to provide the mortgage financing for the tenants.

#### *SECTION B – FAMILY ELIGIBILITY AND PARTICIPATION REQUIREMENTS*

#### **VIII. (1) Selection and Admission of Applicants to the Program**

##### **(i) Section 8 Tenants**

Participation in the Section 8 home ownership program is voluntary. Each Section 8 home ownership participant must meet the general requirements for admission to the Section 8 housing choice voucher program as set forth in the Municipality of Jayuya Administrative Plan. Such Section 8 family also must be "eligible" to participate in the home ownership program.

##### **(ii) Preference for Participation in FSS Program. (Optional )**

Applicants for the home ownership program are not required to participate in the Municipality of Jayuya Family Self Sufficiency ("FSS") program in order to participate in the home ownership program. However, in the event the applications for home ownership assistance exceed five percent (5%) of the Municipality Of Jayuya total voucher program in any fiscal year, FSS participants shall have a preference for participation in the home ownership program. Participants in an Individual Development Account ("IDA") program administered by an agency other than the Municipality of Jayuya also will receive a preference for home ownership assistance in the event applicants for home ownership assistance exceed the 5% limitation.

#### **IX. (2) Portability**

Participants with portable vouchers may purchase a home in a jurisdiction other than the Municipality Jayuya, provided the Housing Authority in the receiving jurisdiction operates a Section 8 home ownership program for which the Section 8 home ownership applicant qualifies or **authorizes the Municipality Jayuya to administer the home ownership assistance in their jurisdiction.** In the former case, a family's participation in the Section 8 home ownership program will be subject to the Section 8 home ownership program and policies of the receiving jurisdiction.

#### **X. (3) Affordability Standards**

No affordability standards are issued other than the mortgage payment of the homebuyer should not exceed the payment standard authorized to the family at the time of recertification.

#### XI. (5) Employment and Credit Requirements

##### (i) Amount of Income

At the time the family begins receiving homeownership assistance, the head of household, spouse, and/or other adult household members who will own the home, must have a gross annual income at least equal to the Federal minimum hourly wage multiplied by 2,000 hours.

##### (ii) Employment History.

With the exception of disabled and elderly households, each family must demonstrate that one or more adult members of the family who will own the home at commencement of home ownership assistance is employed full-time (an average of 30 hours per week) and has been so continuously employed for one year prior to execution of the sales agreement. In order to reasonably accommodate a family's participation in the program, the Municipality of Jayuya will exempt families that include a person with disabilities from this requirement. **The Municipality of Jayuya may also consider whether and to what extent an employment interruption is considered permissible in satisfying the employment requirement. It may also consider successive employment during the one-year period and self-employment in a business.**

##### (iii) Exclusion of Welfare Assistance Income.

With the exception of elderly and disabled families, the Municipality of Jayuya will disregard any "welfare assistance" income in determining whether the family meets the minimum income requirement. Welfare assistance includes assistance from Temporary Assistance for Needy Families ("TANF"); Supplemental Security Income ("SSI") that is subject to an income eligibility test; food stamps; general assistance; or other welfare assistance specified by HUD. The disregard of welfare assistance income under this section affects the determination of minimum monthly income in determining initial qualification for the home ownership program. It does not affect the determination of income-eligibility for admission to the Section 8 housing choice voucher program, calculation of the family's total tenant payment, or calculation of the amount of home ownership assistance payments.

#### XII. (6) First-Time Homeowner.

Each Section 8 family, except families with a disabled member, must be a first-time homeowner. A "first-time homeowner" means that no member of the household has had an ownership interest in any residence during the three years preceding commencement of home ownership assistance. However, a single parent or displaced homemaker who, while married, owned a home with a spouse (or resided in a home owned by a spouse) is considered a "first-time homeowner" for purposes of the Section 8 homeownership option; and the

right to purchase title to a residence under a lease-purchase agreement is not considered an "ownership interest". A member of a cooperative (as defined in § 982.4) also qualifies as a "first time homeowner".

### **XIII. (7) Minimum downpayment**

For the downpayment option the family must:

- (i) The family has a sufficient resource to pay a down payment equal to 3% of the purchase price of a typical home that meets their family household size and closing costs. No less than 1% will come from the participant's equity.
- (ii) The family has demonstrated to the Municipality of Jayuya that its gross income is sufficient to meet homeownership and other family expenses. The Municipality of Jayuya reserves the right to determine whether a family can or cannot afford the proposed financing before making the recommendation for assistance participation.
- (iii) The family has accrued at least \$500.00 in an escrow account.

### **XIV. (8) Credit Requirements**

In compliance with the Fair Credit Act, the lending institution will make credit worthiness of the participant. In case the participant is unable to meet this initial criterion he/she will be referred to credit counseling and then reconsidered for the program.

### **XV. (9) Application Process and Review Criteria**

Once a family is determined to be eligible to participate in the program, it must comply with the following additional requirements: (i) complete a home ownership counseling program approved by the Municipality of Jayuya prior to commencement of home ownership assistance; (ii) within a specified time, locate the home it proposes to purchase; (iii) submit a sales agreement containing specific components to the Municipality of Jayuya for approval; (iv) allow the Municipality of Jayuya to inspect the proposed home ownership dwelling to assure that the dwelling meets appropriate housing quality standards; (v) obtain an independent inspection covering major building systems; (vi) obtain the Municipality of Adjuntas approval of the proposed mortgage (which must comply with generally accepted mortgage underwriting requirements); and (vii) enter into a written agreement with the Municipality of Jayuya to comply with all of its obligations under the Section 8 program.

### **XVI. (10) Other Eligibility Restrictions**

- (i) Repayment of Any Housing Authority Debts.



Participants in the Section 8 housing choice voucher program shall be ineligible for participation in the Section 8 home ownership program in the event any debt or portion of a debt remains owed to the Municipality of Jayuya or any other Housing Authority. Nothing in this provision will preclude Section 8 participants that have fully repaid such debt(s) from participating in the Section 8 home ownership program.

(ii) **Completion of Initial Lease Term. (Optional)**

Applicants for and new participants in the Section 8 housing choice voucher program shall be ineligible for participation in the Section 8 home ownership program until completion of an initial Section 8 lease term and the participant's first annual recertification in the Section 8 housing choice voucher program. Nothing in this provision will preclude Section 8 participants that have completed an initial lease term in another jurisdiction from participating in the Section 8 home ownership program.

(iii) **Elderly and Disabled Households.**

Elderly and disabled families are exempt from the employment requirements set forth in Paragraph 5 (ii) above. In the case of an elderly or disabled family, the Municipality of Jayuya will consider income from all sources, including welfare assistance in evaluating whether the household meets the minimum income required to purchase a home through the Section 8 home ownership program.

(iv) **Prior Mortgage Defaults.**

If a head of household, spouse, or other adult household member who will execute the contract of sale, mortgage and loan documents has previously defaulted on a mortgage obtained through the Section 8 home ownership program, the family will be ineligible to participate in the home ownership program.

**XVII. (11) Counseling Participation Requirement**

A family's participation in the home ownership program is conditioned on the family attending and successfully completing a home ownership and housing counseling program provided or approved by the Municipality of Jayuya prior to commencement of home ownership assistance. **The home ownership and counseling program will cover home maintenance; budgeting and money management; credit counseling; negotiating purchase price; securing mortgage financing; finding a home; and the advantages of purchasing and locating homes in areas that do not have a high concentration of low-income families.**

The counseling agency providing the counseling program shall either be approved by HUD or the program shall be consistent with the home ownership counseling provided under HUD's Housing Counseling program. **The Municipality of Jayuya may require families to participate in an approved home ownership counseling program on a continuing basis.**

**XVIII. (12) First Home Clubs – Optional**

A new initiative could be coordinated with lending institutions members of the Federal Home Loan Bank of New York; they provide a grant to sponsor the program "First Home Club" (FHC). This program is for first-time homebuyers and provides subsidy funds to assist very low-, low-, and moderate- income households overcome the financial difficulties of purchasing a home. The program is a non-competitive set-aside of the Affordable Housing Program (AHP) and is administered through approved members of the Federal Home Loan Bank of New York (Bank).

The FHC provides down payment and closing cost assistance by granting three dollars in matching funds for each dollar saved to qualified first-time homebuyers who follow a systematic savings plan and participate in an approved homeownership counseling program. Up to \$5,000 in matching funds will be awarded to qualified households based on the total savings deposited in a dedicated account with an approved member bank. OCAM , STATE PROGRAMS , HOME FUNDS ECT .

### *SECTION C – THE HOUSING UNIT REQUIREMENT*

#### **XIX. (1) Timeframe to Locate**

Upon approval for the Section 8 home ownership program, a family shall have one hundred eighty (180) days to locate a home to purchase. A home shall be considered located if the family submits a proposed sales agreement with the requisite components to the Municipality of Jayuya. For good cause, the Municipality of Jayuya may extend a Section 8 family's time to locate the home for additional thirty (30) day increments. During a Section 8 participant's search for a home to purchase, their Section 8 rental assistance shall continue pursuant to the Administrative Plan. If a Section 8 participant family is unable to locate a home within the time approved by the Municipality of Jayuya, their Section 8 rental assistance through the Section 8 housing choice voucher program shall continue.

Once a home is located and a sales agreement is approved by the Municipality of Jayuya

and is signed by the family, the family shall have up to three (3) months, or such other time as is approved by the Municipality of Jayuya or set forth in the approved sales agreement, to purchase the home.

If a Section 8 participant is unable to purchase the home within the maximum time permitted by the Municipality, it shall continue the family's participation in the Section 8 housing choice voucher program. The family may not re-apply for the Section 8 home ownership program until they have completed an additional year of participation in the Section 8 housing choice voucher program following the initial determination of their eligibility for the home ownership option.

#### **XX. (2) Type of Home.**

A family approved for Section 8 home ownership assistance may purchase the following type of homes within the Municipality of Jayuya: a new or existing home, a single-family home, a condominium, a home in a planned use development, a cooperative, a loft or live/work unit, or a manufactured home to be situated on a privately owned lot or on a leased pad in a mobile home park. The home must be already existing or under construction at the time the Municipality of Jayuya determines the family eligible for home ownership assistance *[to purchase the unit (§ 982.628(a)(2).]*

#### **XXI. (3) Seller cannot be debarred, suspended or Subject to LDP by HUD.**

The seller could not be posted in the Limited Denial of Participation (LDP). The listing is normally issued by a HUD Field Office and is an action that excludes a specific individual(s) or firm(s) from participating in a specific program, or programs, within that HUD Field Office's geographic jurisdiction, for a specific period of time. In limited instances HUD Headquarters may also issue LDP's.

**XXII. (4) Extension of Jurisdiction**

The municipal territory of Jayuya will be the main location for the homeownership program. Nevertheless, extension of this jurisdiction could be granted to participants with portable vouchers that may purchase a home in a jurisdiction other than the Municipality of Jayuya, provided the Housing Authority in the receiving jurisdiction operates a Section 8 home ownership program for which the Section 8 home ownership applicant qualifies or **authorizes the Municipality Of Jayuya to administer the home ownership assistance in their jurisdiction.** In the former case, a family's participation in the Section 8 home ownership program will be subject to the Section 8 home ownership program and policies of the receiving jurisdiction.

**XXIII. (5) Lease-Purchase**

Families may enter into lease-purchase agreements while receiving Section 8 rental assistance. All requirements of the housing choice voucher program apply to lease-purchase agreements, except that families are permitted to pay an extra amount out-of-pocket to the owner for purchase related expenses-- a "home ownership premium." Any "home ownership premium," defined as an increment of value attributable to the value of the lease-purchase right or agreement, is excluded from the Municipality rent reasonableness determination and subsidy calculation, and must be absorbed by the family. When a lease-purchase participant family is ready to exercise their option, they must notify the Municipality of Jayuya and apply for the home ownership option. If determined eligible for home ownership assistance, the family may be admitted to the home ownership program and must meet all the requirements of these policies.

Prior to execution of the offer to purchase or sales agreement, the family must provide the financing terms to the Municipality of Jayuya **for approval.** The sales agreement must provide for inspection by the Municipality of Jayuya and the independent inspection referred to in Section 3(E) and **must state that the purchaser is not obligated to purchase unless such inspections are satisfactory to the Municipality.** The contract also must provide that the purchaser is not obligated to pay for any necessary repairs.. **The sales agreement must provide that the purchaser is not obligated to purchase if the mortgage financing terms are not approved by the Municipality.** The sales agreement must also contain a seller certification that the seller is not debarred, suspended, or subject to a limited denial of participation under 24 CFR part 24. This will be verified by the Municipality of Jayuya.

**XXIV. (6) HQS Inspection by PHA.**

To assure the home complies with the housing quality standards of the Section 8 program, home ownership assistance payments may not commence until the Municipality of Jayuya first inspects the home.

**HQS inspection will be conducted in compliance to HUD requirements.**

**XXV. (7) Independent Initial Inspection Conducted.**

An independent inspection of existing homes covering major building systems also must be completed by a professional selected by the family. The Municipality of Jayuya will not pay for the independent inspection. The independent inspection report must be provided to the Municipality, which may disapprove the unit due to information contained in the report or for failure to meet federal housing quality standards.

*SECTION D - Financing Requirements.*

**The proposed financing terms must be submitted to and approved by the Municipality of Jayuya prior to close of escrow.**

**In first instance, the lending institution should submit to the Municipality of Jayuya the Good Faith Estimate for the option to purchase contract, in order to determine the affordability of the family's proposed financing. In making such determination, the Municipality of Jayuya may take into account other family expenses, including but not limited to child care, unreimbursed medical expenses, education and training expenses and the like. Once completed the loan application, copy of the Settlement Statement should be presented to the Municipality for final approval.**

**Certain types of financing, including but not limited to, balloon payment mortgages, unless convertible to a variable rate mortgage, are prohibited and will not be approved by the Municipality Jayuya.**

**The Municipality Jayuya on a case-by-case basis shall consider seller-financing mortgages. If a mortgage is not FHA-insured, THE MUNICIPALITY OF JAYUYA will require the lender to comply with generally accepted mortgage underwriting standards consistent with those of HUD/ FHA, Ginnie Mae, Fannie Mae, Freddie Mac, Puerto Rico Housing Finance Agency (PRHFA), USDA Rural Housing Services, the Federal Home Loan Bank, or other private lending institution.**

*SECTION E – ASSISTANCE LIMITS***XXVI. (1) Assistance Limits**

Notwithstanding the provisions of Section E, subparagraphs 1 through 3, except for disabled and elderly families, a family may receive Section 8 home ownership assistance for not longer than ten (10) years from the date of close of escrow unless the initial mortgage incurred to finance purchase of the home has a term that is 20 years or longer, in which case the maximum term is 15 years.

**XXVII. (2) Exceptions to Elderly and Handicapped Applicants**

Families that qualify as elderly at the commencement of home ownership assistance are not subject to a maximum term limitation. Families that qualify as disabled families at the commencement of home ownership assistance or at any time during the provision of home ownership assistance are not subject to a maximum term limitation. If a disabled family or elderly family ceases to qualify as disabled or elderly, the appropriate maximum term becomes applicable from the date home ownership assistance commenced; provided, however, that such family shall be eligible for at least six additional months of home ownership assistance after the maximum term becomes applicable. The time limit applies to any member of the household who has an ownership interest in the unit during any time that home ownership payments are made, or is a spouse of any member of the household who has an ownership interest.

**XXVIII. (3) Reexaminations Requirements**

A participant in the Section 8 Home Ownership program shall meet the reexaminations (Recertifications) requirements.

**XXIX. (4) HAP Payments**

The amount of the monthly assistance payment will be based on three factors: the voucher payment standard for which the family is eligible; the monthly home ownership expense; and the family's household income. The Municipality OF Jayuya will pay the lower of either the payment standard minus the total family contribution ("TFC") or the family's monthly home ownership expenses minus the TFC. The Section 8 family will pay the difference.

(i). **Determining the Payment Standard.**

The voucher payment standard is the fixed amount the Municipality of annually establishes as the "fair market" rent for a unit of a particular size located within the Municipality Jayuya jurisdiction. In the home ownership program, the initial payment standard will be the lower of either (1) the payment standard for which the family is eligible based on family size; or (2) the payment standard which is applicable to the size of the home the family decides to purchase. The payment standard for subsequent years will be based on the higher of: (1) the payment standard in effect at commencement of the home ownership assistance; or (2) the payment standard in effect at the most recent regular reexamination of the family's income and size. The initial payment standard, for purposes of this comparison, shall not be adjusted even if there is a subsequent decrease in family size. The Municipality of Jayuya will request HUD approval of a higher payment standard, up to 120% of the published Fair Market Rent limit, where warranted as a reasonable accommodation for a family that includes a person with disabilities.

(ii) **Determining the Monthly Home Ownership Expense.**

Monthly home ownership expense includes all of the following: principal and interest on the initial mortgage and any mortgage insurance premium (MIP) incurred to finance the purchase and any refinancing of such debt; real estate taxes and public assessments; homeowner's insurance; maintenance expenses per the Municipality of Jayuya allowance; costs of major repairs and replacements per the Municipality allowance (replacement reserves); utility allowance per the

Municipality schedule of utility allowances; principal and interest on mortgage debt incurred to finance major repairs, replacements or improvements for the home including changes needed to make the home accessible; and homeowner association dues, fees or regular charges assessed, if any.

(iii) **Determining the Total Family Contribution.**

The TFC is that portion of the home ownership expense that the family must pay. It is generally 30% percent of the family's adjusted income, plus any gap between the payment standard and the actual housing cost. All family income (including public assistance,) will be counted to determine the family's adjusted monthly income for purposes of determining the amount of assistance.

(iv) **Payment to Family or Lender.**

*The Municipality of Jayuya will provide the lender with notice of the amount of the housing assistance payment prior to close of escrow and will pay the Municipality contribution towards the family's homeowner expense directly to the family, unless otherwise required by the lender. The family will be responsible to submit the entire mortgage payment to the lender unless the lender requires direct payment of the Municipality of Jayuya contribution.*

**SECTION F - TERMINATION OF SECTION 8 HOME OWNERSHIP ASSISTANCE.**

**XXX. (1) Grounds for Termination of Home Ownership Assistance**

Failure to Comply with Family Obligations Under Section 8 Program or the Municipality of Home Ownership Policies.

A family's home ownership assistance may be terminated if the family fails to comply with its obligations under the Section 8 program, the Municipality of Jayuya home ownership policies, or if the family defaults on the mortgage. **If required, the family must attend and complete ongoing home ownership and housing counseling course.** The family must comply with the terms of any mortgage incurred to purchase and/or refinance the home. The family must provide the Municipality of Jayuya with written notice of any sale or transfer of any interest in the home; any plan to move out of the home prior to the move; the family's household income and home ownership expenses on an annual basis; any notice of mortgage default received by the family; and any other notices which may be required pursuant to the Municipality of Jayuya home ownership policies. Except as otherwise provided in this Section, the family may not convey or transfer the home to any entity or person other than a member of the assisted family while receiving home ownership assistance.

**XXXI. (2) Occupancy of Home.**

Home ownership assistance will only be provided while the family resides in the home. If the family moves out of the home, the Municipality of Jayuya will not continue home ownership assistance commencing with the month after the family moves out.

**XXXII. (3) Changes in Income Eligibility.**

A family's home ownership assistance may be changed in the month following annual recertification of the household income, but **participation in the Section 8 Home Ownership**

program shall continue until such time as the assistance payment amounts to \$0 for a period of six (6) consecutive months.

**XXXIII. (4) Reaching Maximum Term of Home Ownership Assistance.**

Once the family is reaching the maximum term of home ownership assistance, the Municipality of Jayuya will notify 90 days before the date of such occurrence, that no further assistance will be disbursed to the family once the date of termination arrives.

**XXXIV. (5) Procedure for Termination of Home Ownership Assistance.**

A participant in the Section 8 Home Ownership program shall be entitled to the same termination notice, rights set forth in Conditions and Procedures for Termination of Assistance, of the Municipality of Jayuya Administrative Plan.

**XXXV. (6) Right to Informal Hearing Procedures**

A participant in the Section 8 Home Ownership program shall be entitled to the same informal hearing procedures as set forth in Informal Hearing Procedures for Participants of the Municipality of Jayuya Administrative Plan.

**XXXVI. (7) Continued Participation in Section 8 Housing Choice Voucher Program.**

**(i) Default on FHA-Insured Mortgage.**

If the family defaults on an FHA-insured mortgage, the Municipality may permit the family to move with continued Section 8 housing choice rental assistance if the family demonstrates that it has (a) conveyed title to the home as put forth in the FHA documents.

**(ii) Default on non-FHA-Insured Mortgage.**

**If the family defaults on a mortgage that is not FHA-insured, the Municipality of Jayuya may permit the family to move with continued Section 8 housing choice voucher rental assistance if the family demonstrates that it has (a) conveyed title to the home to the lender, to the Municipality of Jayuya or to its designee, as may be permitted or required by the lender; and (b) moved from the home within the period established or approved by the lender and/or the Municipality of Jayuya.**

**(iii) Return to tenant-based assistance on the Downpayment Grant.**

The Municipality may not commence tenant-based rental assistance for occupancy of the new rental assisted unit so long as any family member owns any title or other interest in the home purchased with homeownership assistance.

Further, 18 months must have passed since the family's receipt of the downpayment assistance grant.

**XXXVII. (8) Administrative Fee.**

For each month that home ownership assistance is paid by the Municipality of Jayuya on behalf of the family, the Municipality of Jayuya shall be paid the ongoing administrative fee described in 24 CFR §982.152(b).

**XXXVIII. (9) Waiver or Modification of Home Ownership Policies.**

The Mayor of the Municipality of Jayuya shall have the discretion to waive or modify any provision of the Section 8 home ownership program or policies not governed by statute or regulation for good cause or to comply with changes in HUD regulations or directives.

**XXXIX. APPENDIX I - DOCUMENTO DE ORIENTACIÓN**



**ESTADO LIBRE ASOCIADO DE PUERTO RICO****MUNICIPIO  
PROGRAMA DE SECCIÓN 8  
Actividad de Adquisición de Vivienda****Documento de Orientación****INTRODUCCIÓN**

El Programa para la Compra de Vivienda por los Inquilinos Participantes del Programa de Sección 8 del Municipio de Jayuya es un programa de participación voluntaria, que le permite a los participantes elegibles incluyendo a los participantes con vales portátiles, la opción de comprar un hogar en vez de alquilar, con el mismo dinero que se utiliza para el pago de la renta mensual. La opción de compra de hogar está limitada a un cinco por ciento (5%) del total de unidades en contrato con el Municipio de Jayuya, para cualquier año fiscal. Dicho programa lo administra el Programa de Sección 8. Las solicitudes que se hagan de las familias participantes en el programa de auto-suficiencia familiar y los jefes de familia envejecientes no estarán sujetos al límite del 5%. Si las solicitudes excedieran el 5%, los participantes del Programa de Auto-Suficiencia Familiar ("ASF") y los jefes de familia de envejecientes recibirán prioridad de participar en el programa de compra de vivienda.

Los participantes elegibles del Programa Sección 8 de Compra de Vivienda tienen que haber completado un contrato de alquiler por un término mínimo de un año, no pueden tener deuda vigente con el programa ni con ninguna otra Autoridad de Vivienda o parte interesada, y deben lograr los criterios de elegibilidad aquí establecidos.

La asistencia del Programa de Sección 8 para la Compra de Vivienda puede utilizarse para comprar cualquiera de los siguientes tipos de vivienda dentro de la jurisdicción del Municipio Jayuya vivienda nueva o existente de característica uni-familiar, propiedad horizontal (condominios) y cooperativas. El Programa de Sección 8 permitirá el uso de los vales portátiles para comprar vivienda en otras jurisdicciones, provisto que la jurisdicción que lo reciba opere un Programa de Sección 8 de Compra en el que el solicitante califique o autorice al Municipio administrar el Programa Sección 8 de Compra en su jurisdicción.

El Municipio de Jayuya decidió implantar los dos tipos de asistencia de vivienda propia disponibles bajo la reglamentación vigente para este programa. La familia podrá escoger entre los dos tipos de asistencia la forma de asistencia a recibir:

- 1) Asistencia mensual para el pago de su hipoteca, o
- 2) Un donativo para la amortización o reducción del préstamo hipotecario para la compra de su hogar.

En ningún caso, los participantes habrán de combinar los dos tipos de asistencia para beneficiarse.

El primer tipo de asistencia provee ayuda a los nuevos compradores de vivienda con los “pagos mensuales” de su hipoteca. Los pagos mensuales incluirán el pago de principal, interés, seguro hipotecario y las contribuciones sobre la propiedad. El Programa de Sección 8 hará el pago mensual directamente al banco hipotecario. El pago directo al banco hipotecario nunca excederá el pago de la asistencia que le corresponda del contrato que tiene el inquilino. La diferencia correspondiente la hará el participante al banco.

El término máximo para la subvención del pago mensual de la hipoteca será:

10 años para hipotecas de 20 años o menos;

15 años para hipotecas de más de 20 años.

El límite de tiempo comenzará el día en que se cierre la compra-venta, sin importar la fecha en que la familia se mude a la unidad adquirida. Si la familia recibe asistencia para la compra de vivienda con un vale portátil fuera de la jurisdicción del Municipio de Jayuya, el total de años de asistencia será el término máximo antes mencionado.

El límite de tiempo establecido no aplica a jefes de familias envejecientes o con impedimentos. Para estas familias el término será de 15 años sin importar el término de la hipoteca.

Si la familia deja de calificar como un jefe de familia envejeciente o impedido, el término máximo de asistencia se ajustará desde la fecha del cierre hipotecario al término indicado de la extensión aplicable a la hipoteca. No obstante, se le podrá extender a la familia una extensión de al menos seis (6) meses siempre y cuando la familia siga siendo elegible para recibir la asistencia del pago de hipoteca.

La segunda clase de asistencia a ser provista es un donativo al pronto pago (“down-payment”) para reducir el monto total del pago mensual del préstamo hipotecario. Este donativo es una asistencia de un solo pago, que no excederá 12 veces el Payment Standard mensual aplicable restándole la aportación mensual del pago que hace el inquilino. Los gastos de cierre de la hipoteca se añaden a la cantidad del donativo. Los gastos elegibles de cierre hipotecario son los prescritos por FHA.

Para poder lograr la elegibilidad del programa, el participante debe cumplir con los ocho pasos que se establecen en este documento. Estos pasos son:

#### LOS OCHO PASOS

1. Determinación elegibilidad
2. Consejería para Compradores de Vivienda y Pre-calificación hipotecaria
3. Búsqueda de vivienda y aceptación de la unidad por Autoridad de Vivienda
4. Revisión del Contrato de Compra-Venta
5. Obtener la aprobación de la hipoteca por el Programa de Sección 8
6. Determinación de la cantidad del subsidio mensual o el pago del pronto

7. Compra de la Vivienda
8. Asistencia a sesiones de consejería continuas

Nombre del Solicitante	Nombre del Cónyuge	Fecha
Manejador de Caso	Fecha	

## LISTADO DE DOCUMENTOS REQUERIDOS

### Para determinar la elegibilidad preliminar del solicitante, debe traer:

- ☐ Verificación de empleo de cada miembro de la familia; si trabaja por su cuenta debe presentar copia de ingresos y gastos de su negocio certificado por un Contador Público Autorizado (CPA), así también presentará evidencia de todo los ingresos suplementarios o complementarios que reciban.
- ☐ Copia certificada de la planilla de contribuciones del año \_\_\_\_\_ radicada en el Departamento de Hacienda.
- ☐ Para los dependientes mayores de 18 años se conseguirá la certificación del Negociado de Seguridad de Empleo del Departamento del Trabajo y Recursos Humanos.
- ☐ Para los dependientes reclamados por incapacidad, desempleo, envejecientes o desplazados, se presentarán los documentos que evidencie el reclamo pertinente, incluyendo las ayudas de gobierno que reciben a estos efectos (local y/o estatal).
- ☐ Foto de la composición familiar

### Para determinar la elegibilidad final del solicitante, debe traer:

- ☐ La solicitud firmada en la que autoriza al Programa de Sección 8 requisar su Informe de Crédito, o cualquier otro documento que evidencie ingresos
- ☐ Certificación negativa del CRIM para cada uno de los adultos en el grupo familiar.
- ☐ Certificación negativa del Departamento de Hacienda para cada uno de los adultos en el grupo familiar.
- ☐ Certificación de radicación de Planilla del Departamento de Hacienda para cada uno de los adultos en el grupo familiar.

### Para determinar la elegibilidad de la propiedad:

- ☐ Copia de la escritura de la propiedad que será comprada.
- ☐ Copia de la certificación de valor y de deuda del CRIM.
- ☐ Fotografía de la propiedad, frente y lateral.
- ☐ Contrato de opción de compra.

- ☐ Good faith estimate emitido por el banco.

<i>Para cerrar el negocio de compra-venta</i>
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- ☐ Settlement Statement
- ☐ Firmar el contrato de asistencia económica
- ☐ Identificación personal con foto para el día del cierre hipotecario.
- ☐ Pagaré hipotecario
- ☐ Escritura de compra-venta

Advertencia: Todos los documentos deben estar certificados por las agencias de gobierno pertinentes y presentarse el documento original. En caso de copias fotostáticas, estas deben ser elegibles 100%; y serán certificadas/ fechadas por el técnico con la presentación del documento por escrito. En caso de que algunos de los documentos no puedan probar ingresos o composición familiar, dicho elemento en particular no será considerado en el computo final del tamaño familiar.

Participante

\_\_\_\_\_

Co-participante

\_\_\_\_\_

Fecha

\_\_\_\_\_

Manejador de Casos

\_\_\_\_\_

Fecha

\_\_\_\_\_

**XL.**

## AUTORIZACIÓN PARA OBTENER/ COMPARTIR INFORMACIÓN

YO \_\_\_\_\_, Seguro Social \_\_\_\_\_

autorizo al Programa de Sección 8 del Municipio de Jayuya a solicitar y obtener información necesaria sobre mi persona para mi calificación en el Programa de Compradores de Vivienda del Programa de Sección 8. También autorizo al municipio de Jayuya a que comparta la información de mi expediente con representantes de la banca privada, acreedores e inspectores de calidad de vivienda y a cualquier otra persona interesada en el manejo y aprobación de mi solicitud. El Municipio de Jayuya podrá obtener o compartir información relacionada y términos financieros, origen del pronto pago, informes de créditos, progreso en el programa de consejería, y resultados de las inspecciones de calidad de vivienda.

Firma \_\_\_\_\_

Testigo \_\_\_\_\_

Fecha \_\_\_\_\_

**XLI. APPENDIX VI - OBLIGACIONES DEL PARTICIPANTE QUE SERÁ ASISTIDO POR  
EL PROGRAMA SECCIÓN 8 PARA LA COMPRA DE SU HOGAR**

**XLII.**



## OBLIGACIONES DEL PARTICIPANTE QUE SERÁ ASISTIDO POR EL PROGRAMA SECCIÓN 8 PARA LA COMPRA DE SU HOGAR

Este CONTRATO DE PARTICIPACIÓN es para ser firmado por los participantes del programa de compra de vivienda en presencia del Coordinador del Programa Sección 8 del Municipio de Jayuya, una vez se determine su elegibilidad. El Coordinador explicará cualquiera y cada una de las cláusulas que usted, el participante, pueda no entender.

Los siguientes párrafos describen sus responsabilidades bajo el Programa Sección 8 de Compra de Vivienda. Si usted o algún miembro de su familia no cumple con estas responsabilidades, por negligencia u omisión, se le podrá poner fin a su participación en el Programa Sección 8 de Compra de Vivienda Propia.

### CLÁUSULAS PARTICIPATIVAS

1. Obligaciones de la Familia: Usted tiene que cumplir con todas la Obligaciones de la Familia del Programa Sección 8 de Vales para la Selección de Vivienda, exceptuando la prohibición de poseer o tener algún interés en una unidad de vivienda. Las secciones §§ 982.551(c),(d),(e),(f),(g) y (j) Obligaciones de la Familia *no aplican al* Programa Sección 8 de Compra de Vivienda Propia.
2. Consejería de Vivienda: Todos los miembros de la familia participante (esto es, aquellos que firmen el contrato de compra-venta y los documentos del préstamo) tienen que completar satisfactoriamente un programa de consejería de vivienda provisto o aprobado por el Programa de Sección 8 antes de comenzar a recibir asistencia para la compra de la vivienda con fondos del programa. El Programa de Sección 8 puede requerir a cualquiera o a todos los miembros de la familia participante asistir a clases de consejería de vivienda adicionales como condición de la asistencia continuada.
3. Contrato de Compra Venta: Usted tiene que incluir en dicho contrato una cláusula para que le den tiempo razonable al Inspector del Programa para (a) inspeccionar que la vivienda cumpla con los Estándares de Calidad de Vivienda establecidos por HUD; (b) para revisar y aprobar un informe profesional de inspección de la vivienda costado por usted de un inspector aprobado por el Programa de Sección 8; y (c) la aprobación por parte del Programa de los términos de financiamiento. Informe a su Corredor de Bienes Raíces de estos requisitos.
4. Obligaciones Hipotecarias: Usted tiene que cumplir con los términos de cualquier hipoteca incurrida para la compra de la propiedad y tiene que notificar al Programa de Sección 8 de en un plazo de cinco (5) días de cualquier aviso de atraso de pago o aviso de delincuencia en el pago de la hipoteca.
5. Ocupación: Usted tiene que ocupar la unidad como su residencia principal. Usted no puede transferir, vender o asignar cualquier interés en la propiedad sin previo consentimiento escrito del Programa de Sección 8. Usted no puede alquilar o dar en arriendo cualquier parte de la propiedad sin previo consentimiento escrito del Programa de Sección 8. Usted tiene que notificar por escrito con al menos 30 días de anticipación antes de mudarse de la vivienda por un período de 30 días o más o antes de cualquier venta, transferencia, alquiler u otra forma de enajenación de la propiedad asistida.
6. Mantenimiento: Usted tiene que mantener la propiedad en condiciones decentes, seguras y sanitarias. Usted tiene que permitir que el Inspector del Programa de Sección 8 inspeccione la propiedad dentro del plazo de una semana para realizar la inspección anual. Usted tiene que corregir cualquier notificación de deficiencia determinada por el Programa de Sección 8 dentro de la fecha límite especificada en dicha notificación. Si usted falla en mantener adecuadamente la propiedad, el Programa de Sección 8 puede retener cualquier porción de la reserva de mantenimiento y remplazos del pago para la compra de la vivienda a una cuenta de reserva ("escrow account") para ser usada en el pago de gastos mantenimiento necesarios y razonables.

7. Re-examen Anual: Usted tiene que proveer anualmente al Programa de Sección 8 la información actualizada sobre el ingreso familiar, y composición en el formato requerido por dicha oficina.
8. Refinanciamiento: Usted tiene que notificar por escrito al Programa de Sección 8 de cualquier propuesta para refinanciar la hipoteca original o cualquier otra propuesta para gravar la propiedad con un refinanciamiento secundario y obtener la aprobación escrita del Programa de Sección 8 de tal financiamiento, previo a la ejecución de cualquier documento de préstamo.
9. Falta de pago: En la eventualidad de una falta de pago de su obligación hipotecaria, usted tiene que cooperar con el Programa de Sección 8 y la entidad financiera para minimizar cualquier pérdida en el otorgamiento del préstamo y así mantener su elegibilidad para continuar como participante del Programa Sección 8 de Vales de Selección de Vivienda.

Mediante mi firma en este documento, declaro que he leído y entendido mis obligaciones como participante del Programa Sección 8 de Compra de Vivienda Propia y convengo en cumplir con estas obligaciones. Entiendo que el Programa de Sección 8 puede terminar mi asistencia para la compra de vivienda propia si violo cualquiera de estas obligaciones, pero que puedo solicitar un revisión informal de cualquier aviso de terminación propuesto, previo a que el mismo se haga efectivo.

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Jefe de Familia

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Cónyuge

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Jorge L. González Otero Coordinador Programa Sección 8  
Alcalde

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Fecha

**XLIII. APPENDIX VII – CERTIFICACIÓN DE ELEGIBILIDAD**

**ESTADO LIBRE ASOCIADO DE PUERTO RICO  
MUNICIPIO DE JAYUYA  
PROGRAMA DE SECCIÓN 8**

**Certificación de Elegibilidad del Participante**

*Nombre de los Participantes:* \_\_\_\_\_

Fecha: \_\_\_\_\_ Voucher núm.: \_\_\_\_\_ Hab.: \_\_\_\_\_

- ☐ Que la familia participante cumple con el requisito de ingresos, según establecido en la sección 982.627(c) del 24 CFR. El ingreso de esta familia es \$ \_\_\_\_\_.
- ☐ Que de acuerdo a los documentos presentados por la familia, por lo menos, uno de los miembros del grupo familiar, de los que firmaran como titular, ha estado trabajando durante un año previo a iniciar su participación en el Programa de Compradores de Vivienda.
- ☐ Que de acuerdo a los documentos presentados por la familia, ningún miembro del grupo familiar ha sido declarado en "default" bajo un Programa de Compradores de Vivienda de Sección 8.
- ☐ Que de acuerdo a los documentos presentados por la familia, ningún miembro del grupo familiar posee titularidad o interés en una vivienda al momento de ser admitido al Programa de Compradores de Vivienda de Sección 8.
- ☐ Que la familia participante firmó un contrato de compraventa con un vendedor elegible y que dicho contrato contenía el precio de venta, las condiciones de la compraventa, el requisito de una inspección independiente, una cláusula que no obliga al comprador a adquirir la unidad ha menos que se repararen los elementos defectuosos identificados en la inspección independiente y que dichas reparaciones serían responsabilidad del vendedor, y que el vendedor no ha sido desaforado (suspendido, o sujeto a una participación limitada en los programas de IIUD), según establecido en la reglamentación federal.
- ☐ Que los participantes han cumplido con todos los requisitos establecidos en el Plan Administrativo del Programa de Compradores.

A estos efectos, firmo hoy \_\_\_\_\_ de \_\_\_\_\_ de 200\_\_\_\_, la presente certificación a favor de los participantes identificados en la primera partida de este documento.

\_\_\_\_\_  
Manejador de Caso

**XI.IV. APPENDIX VIII – HOJA DE CONTROL DE EXPEDIENTE**